

Chain of Custody

- A. Water System Name: _____
- B. Water System Number: _____
- C. T-Code and Sample Location/Address: _____
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- D. Date Water Was Last Used: _____ Time: _____
- E. Date Sample Taken: _____ Time: _____
- F. Name of Person Taking Sample: _____
- G. Date & Time Sample Picked Up By Water System Operator:
Date: _____ Time: _____ By: _____
- H. Date & Time Sample Relinquished By Water System Operator to Carrier:
Date: _____ Time: _____ By: _____
- I. Date & Time Sample Relinquished By Carrier to Lab Personnel for Preservation:
Date: _____ Time: _____ By: _____

Guidance For Collection of Samples for Lead and Copper

1. Remove the faucet strainer, replace it after you pull the sample.
2. Flush your sample faucet (**COLD WATER ONLY**) for at least two to three minutes the night before you plan to pull the sample.
3. Let the faucet sit undisturbed for at least 6 hours, but no longer than 12 hours before you pull the sample.
4. When pulling the sample, place the bottle (open) below the faucet and gently open the cold water tap. FILL the sample bottle.
5. Tightly cap the sample bottle.
6. Complete D, E, and F of the CHAIN OF CUSTODY form and return with sample.
7. You must return the samples within 5-7 days of sample collection by following the sample pickup procedures set up by the your water system.